

# Pitstone Allotment Association

# Risk Assessment Form

## Risk Levels

Date of inspection 29<sup>th</sup> March 2024.

- 1 – No action required
- 2 – Acceptable level of risk
- 3 – Possible action required
- 4 – Substantial risk – action required
- 5 – High risk – Urgent action required

By: John Lowe (Site Manager)

Risk/Hazard	Risk Level	Status	Action Required	Date for completion/review
1) Notice Board: Check emergency contact details and Terms and conditions	1	All OK Note Board always full.	None	
2) Boundary: Check for overhanging tress/obstacles or other hazards from outside site. Check fences and gates for any security risks. Check that there are no risks to users of the adjacent public footpaths and fields caused by objects from within the site.	1	All OK	Trees in hedge under powerlines to be kept reduced to hedge height during winter cutting.	Done during hedge cut. All hedges cut
3) Communal Areas: Check that they are well maintained and safe for tenants and visitors.	1	All ok		
4) Car Park and Tracks: Check for any sharp debris or other hazards to vehicles.	2	One or two minor depressions on track. Large puddle when wet by gate.	Levelling of depression	As and when material available
5) Gate: Check for loose hinges, sharp projections and wear and tear. Check for any visibility problems for vehicles entering or leaving the site.	2	All ok		Maintenance works kindly done by Graham Jones.

Gate Security	1			
6) Water: Check for leaks or hazards. Check that main shut-off tap is operable and that key is kept in correct location.	1	System all ok, monitoring two tanks for possible minor leaks		
7) PAA and PPC rules: Check plots for compliance with tenancy agreement and handbook.	1	All Ok	Will be done in May once season gets underway	Marge and Gill
8) Hazardous Equipment: Check for presence of any hazardous materials on site. Check for equipment with hazards eg sharp or pointed edges left close to paths.	4	All OK. None noted		
9) Hazardous Substances: Fertilizers and pesticides with statutory approval are permitted on site if used according to product label and stored securely.  Petrol / fuel for mowers etc. not to be stored on site	1	None noted		
10) Plot fixtures and fittings: Check plots for any items which could be a hazard to other allotment users especially where these are close to paths.	1	All OK.		
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11) Paths: Check that these are maintained in a safe condition for use by other tenants.		Reasonable at time of inspection		Actions only required when conditions dictate
12) Untenanted Plots: Check whether any attention is required.	1	No vacant plots.		
13) Trees on Plots:	2	All OK generally, one or two encroach paths	Individuals with trees causing a nuisance are advised following inspections	
14) Other: Note below any other hazards, risks or observations not detailed above.	-	-	None noted.	-
15) Bee hives	2	All OK.		
16) Check Site Liability Insurance is current	1	All OK.		Renews in July – Marge & Brian take care of this
17) Parking and gate access	1	Puddle getting larger and deeper, not considered to be a risk at present but it won't improve without remedial action	Fill with surfacing material	Some stone has been laid.
18) Defra Restrictions on poultry	2	No restrictions since July 2023		New regulations come into force in October 2024, requiring all flocks to be registered, previously this only applied to flocks over 50 birds. Rules to be updated.